

VOLUNTARY LEAVE TRANSFER PROGRAM

Under the Voluntary Leave Transfer Program you can apply, based on a medical emergency, to receive annual leave donated by other employees. A medical emergency is generally defined as a medical condition of the employee or family member that is likely to keep you (the employee) away from work and cause a loss of pay of at least 24 hours.

You are required to submit an [Office of Personnel Management \(OPM\) Form 630, Application to Become A Leave Recipient Under the Voluntary Leave Transfer Program](#), through your supervisor to be considered for the program. The application must include an explanation of the reason the donation is needed (including a brief description of the nature, severity and anticipated duration of the medical emergency), and supporting medical documentation from a doctor or practitioner. The supervisor and manager must approve the request and forward the request to the Headquarters Employee and Labor Relations Division for review. Based on that review, the Headquarters Employee and Labor Relations Division will approve or disapprove the employee's participation.

Using Donated Leave

There is no limit on the amount of donated leave an employee may receive from other employees. (There is a limit on the amount of leave an employee may donate to another employee.) An employee who receives donated leave may only use this leave for the reason for which they were approved in the Program.

Generally, you are required to exhaust all of your available annual and sick leave before you can use donated leave. While you are using donated leave, the agency is required to maintain separate annual and sick leave accounts (called "set-aside" accounts) for you with 40 hours of your leave in each account. This leave can only be used when the medical emergency terminates or if the medical emergency continues and you run out of donated leave.

Donating Leave to the Leave Transfer Program

You may donate annual leave to the leave account of an employee who has been approved to receive donated leave. (The employee may be an employee of the Department, or if they meet the requirements of the regulations, they may be an employee of another Federal agency).

The amount of leave you may donate is limited to the lesser of one half of the annual leave you will earn during the year or, if you are projected to have "use or lose" leave at the end of the year, the number work hours you are scheduled for duty during the remainder of the year. The Request to Donate Annual Leave to Leave Recipient Under the Voluntary Leave Transfer Program Form can be obtained from the Headquarters Employee and Labor Relations Division or at OPM Electronic Forms Page OPM 630-A ([within agency](#)) and OPM 630-B ([outside agency](#)) .

Any leave unused by the employee who receives it will be returned to the donor(s) when the medical emergency ends or when the employee leaves Federal Service.

Questions about the leave transfer program can be answered by your supervisor or by calling Headquarters Employee Labor Management Relations Division at (202) 586-2130.

HEADQUARTERS VOLUNTARY LEAVE TRANSFER PROGRAM LIST

Name	Organization
Brisbin, Kathleen J.	CBFO
Hoffman, Rodney B.	CC
Fuller, Tara D.	CF
Miller, Deborah J.	CF
Rhinaman, Dianne M.	CF
Taylor, Brenda C.	CF
Williams, Mary F.	CF
Yared, Debra U.	CF
Becerra, Traci	ED
Jones, Shirley M.	ED
Ozokwelu, Dickson E.	EE
Rose, Deborah Jean	EE
Thomas, Eric W.	EE
Budzik, Phillip	EIA
Fama, Jennifer	EIA
Farace, Rick	EIA
Shirkey, Charles P.	EIA
Whitfield, Ann	EIA
Govans, Desiree	EM
Griffith, Phyllis M.	EM
Pope, Leisa M.	EM
Ramdas, Lisa M.	EM
Scott, Beverly J.	EM
Intihar, Cruz G.	FE
Thomas, Selena	FE
Binder, Kathleen M.	GC
Hymer, Christina J.	GC
Ismay, Rod	GC
Jessee, S. Lee	GC
Wormley, Lettie	GC
Calhoun, Sandra M.	HC
Horne, Lisa D.	HC
Lancaster, Joyce E.	HC
Manning, Marsha L.	HC
McChriston, Johnny E.	HC

Young, Patricia	HC
Boulos, Emile I.	HS
Dent, Melissa A.	HS
Dinterman, Tammy	HS
Fairbanks, Mary H.	HS
Johnson-Langhorn, Faye	HS
Self, Evelyn J.	HS
Vital, Anthony J.	HS
Watts, Kathleen	HS
White, Bruce	IM
Mickelson-Graham, Melanie A.	IN
Mcarthur, Linda	LM
Beer, Alfred L.	MA
Chestnut, Lucia K.	MA
Becker, Melanie	NE
Edgerly, Lloyd	NE
Gilroy, Jennifer	NE
Callahan, Karen S.	NNSA
Cervený, Thelma J.	NNSA
Jackson, Yvonne	NNSA
Parker, Marilyn M.	NNSA
Patel, Narendra	NNSA
Pidlusky, Adrian B.	NNSA
Tynan, Douglas	NNSA
Moten, Carol L.	PI
Reed, Mildred	PI
Campbell, Kevin L.	SC
Morris, Wanda Ann	SC
Nance, Deborah L.	SC
Perine, Katie J.	SC
Stone, Jacqueline	SC